

**Arkansas Board of Licensure
For Professional Engineers & Professional Surveyors**
PO Box 3750
Little Rock, AR 72203-3750
Telephone: 501-682-2824 Fax: 501-682-2827
www.pels.arkansas.gov

**2013-14 Renewal Notice for Certificate of Authorization (COA)
Even Numbered License**

COA #:
Name:
Address:

Change of Mailing Address

Same as shown (with zip +4)

Change: _____

Daytime phone: _____ Fax: _____
E-mail address for pocket card to be sent:

Board Use Only

Date Rec'd: _____

CA/MO/CC/TC/CS CK/PC # _____

\$100.00

\$150.00

\$200.00

**YOUR LICENSE EXPIRES ON DECEMBER 31,
2012**

Renewal Fees if postmarked prior to:

Dec 31, 2012 - \$100.00

**Renewal fee (including late penalty),
if post marked between:**

January 1, 2013 to February 28, 2013 - \$150.00

March 1, 2013 to December 31, 2014 - \$200.00

To avoid a lapsed license, this completed form and
payment (payable to PELS Fund) MUST BE
POSTMARKED NO LATER THAN DECEMBER 31, 2012.

Please write your license number on your payment and
allow 3 to 4 weeks for your paper renewal to be processed.

As renewals are processed, the "Online Roster Search"
expiration date on the website will be 31-Dec-14. Current
contact information may also be verified online.

**Your COA will not be renewed until we have verified that at least one of the PE's and/or one of the PS's
listed below have renewed their Arkansas license for the current year.**

If your firm offers Professional Engineering services, list the one employee who is currently licensed and in good standing as a Professional Engineer in the State of Arkansas and who shall be in responsible charge of the practice of engineering in this State. You may, but it is not necessary, to list all licensed engineers employed by the firm.

Name,	Title	AR P.E. Lic. No.	Exp. Date
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If your firm offers Professional Surveying services, list the one employee who is currently licensed and in good standing as a Professional Surveyor in the State of Arkansas and who shall be in responsible charge of the practice of surveying in this State. You may, but it is not necessary, to list all licensed surveyors employed by the firm.

Name,	Title	AR P.S. Lic. No.	Exp. Date
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Additional changes other than the mailing, telephone or fax information, will require an amendment to your COA. Please download the application from the "Application & Forms" page of our website and submit an amendment for your COA with this renewal notice and your renewal fee.

Return this notice with your check/money order/cashier's check made payable to "PELS Fund" and mail to the address listed above. A pocket card will be e-mailed to your firm after licensee(s) have been verified as licensed and in good standing and the renewal fee is processed. Please check www.pels.arkansas.gov to check the status of your renewal, as renewals are processed, the renewal year will change to "2012".